

PROCEDURES REGARDING ACCIDENTS & INCIDENTS

Procedures regarding Accidents and Incidents are as follow:

1. The Contractor shall immediately report all accidents or incidents regardless of liability, severity, or damage, involving transit service and/or City-owned equipment.
2. Every driver will carry complete accident reporting kits with them in the vehicle (to include accident forms and “courtesy cards” supplied by the Contractor).
3. In the event that an accident occurs, the driver will immediately notify dispatch via radio or telephone.
4. “Courtesy cards” will be passed out to all passengers or witnesses to the accident and will be retrieved by the driver.
5. The driver will secure the name, address, phone number, vehicle license number, and vehicle description of the involved vehicle or vehicles.
6. The driver will then submit at the end of his/her shift all documents and forms to dispatch.
7. The Contractor shall advise City staff of said accident as soon as practicable by phone or email.
8. The Contractor shall be required to submit at least two (2) estimates for any repairs from local body shops within seven (7) working days of the accident.
9. The Contractor shall submit a written description of the accident outlining the cause and nature of the accident, cost of repairs and repair timeline, a copy of the police report to the City within 14 days or as soon as practicable.